

UTSouthwestern
Medical Center

Transcripts at your Fingertips
EthosCE and Profile Set Up

Office of Continuing Medical Education

Why create a profile in EthosCE?

- More efficient and accurate tracking of CME credits
- Fast and easy access to transcripts and certificates
- “One-stop-shop” for course enrollment

5 Steps in 5 Minutes

1. Go to cme.utsouthwestern.edu
 - Click ‘Register’
2. Enter required fields
3. Check email for temporary password
4. Log in, update password and mobile settings
5. Pull transcript

5 Steps in 5 Minutes

Go to cme.utsouthwestern.edu

Click 'Register'



5 Steps in 5 Minutes

Enter required fields

User account

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

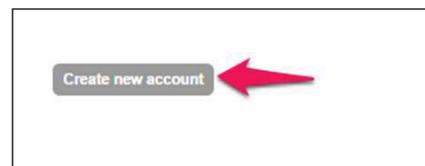
E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. If you do not wish to receive certain news or notifications by e-mail, you can opt out.

Profile

Name Prefix:

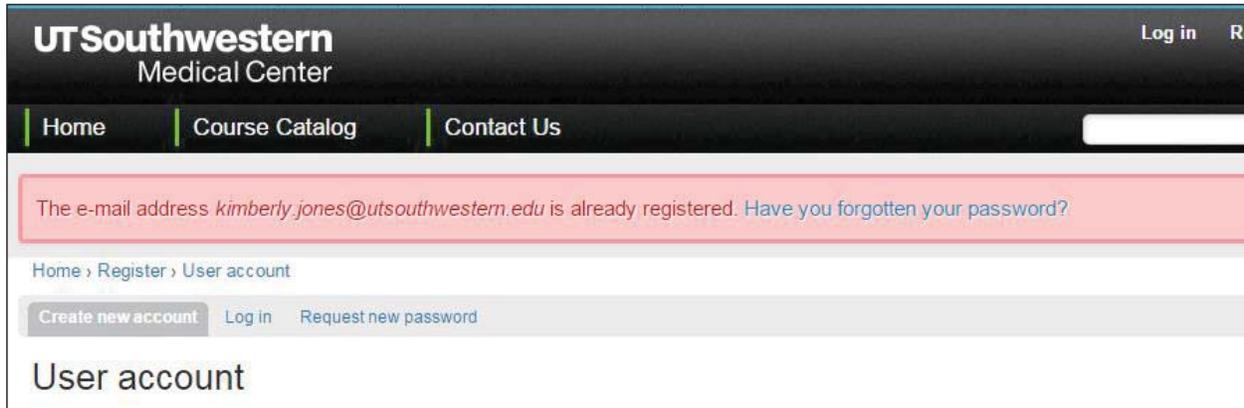
First Name: *



5 Steps in 5 Minutes

Enter required fields (Cont.)

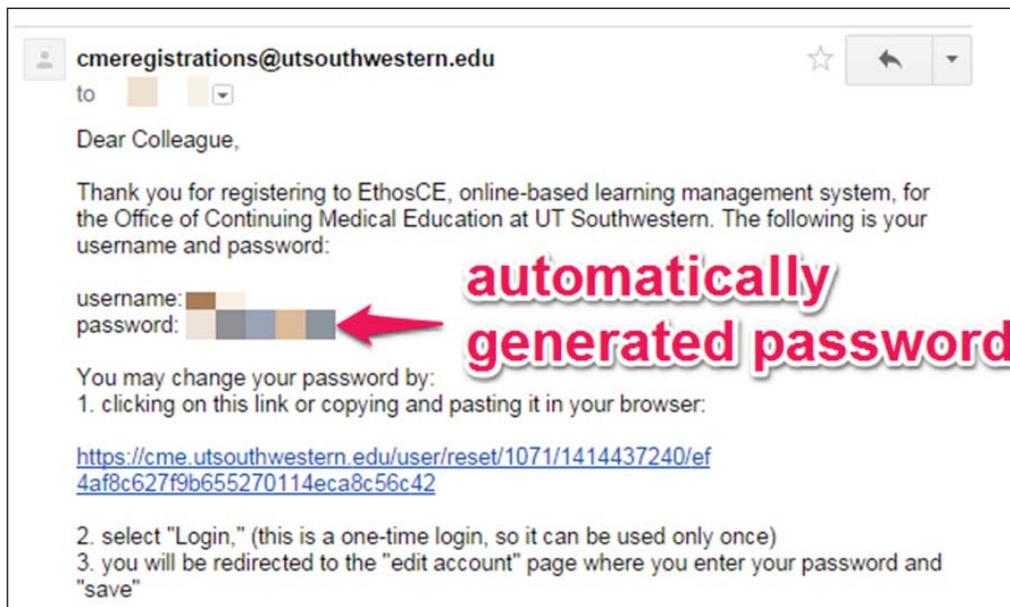
NOTE: If your email is already in the system, you will receive this message:



Click on hyperlink: *Have you forgotten your password?*

5 Steps in 5 Minutes

Check email for temporary password



5 Steps in 5 Minutes

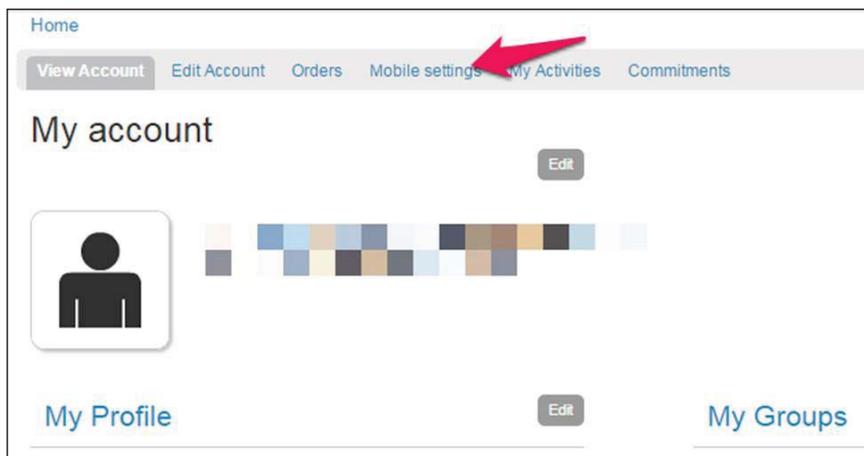
Log in, update password and mobile settings
- Click on 'My account'



The screenshot shows the top navigation bar of the UT Southwestern Medical Center website. The user is logged in as kimberly.jones@utsouthwestern.edu. The main navigation menu includes Home, Course Catalog, Contact Us, and My Transcript. The content area displays the 'Continuing Medical Education' section, which states that the mission is to provide lifelong learning opportunities for health care professionals. It mentions that CME courses are offered through the Office of Continuing Medical and Public Education and lists various activities like seminars, workshops, and teleconferences.

5 Steps in 5 Minutes

Log in, update password and mobile settings
- Click on 'My account', 'Mobile settings'



The screenshot shows the 'My account' page. The navigation bar includes links for View Account, Edit Account, Orders, Mobile settings, My Activities, and Commitments. A red arrow points to the 'Mobile settings' link. Below the navigation bar, there is a profile picture placeholder and a name field with an 'Edit' button. At the bottom, there are links for 'My Profile' and 'My Groups', each with an 'Edit' button.

If this is blank...

UT Southwestern
Medical Center

Home | Course Catalog | Contact Us | My Transcript

Home > My account > This could be you!

View Account | Edit Account | Orders | Merge credits | Mobile settings | My Activities | Con

This could be you!

Phone number:

Please do not use spaces or dashes.

Save Number

...Your transcript at cme.utsouthwestern.edu might be blank!

Log in to your account and check your [Mobile Settings](#) tab today!

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5 Steps in 5 Minutes

Pull transcript: 'My Transcript' tab

Faculty Finder | Careers | Newsroom | Events | Giving | You are logged in as: kimberly.jones@utsouthwestern.e

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Medical Center

Log out | My acco

Home | Course Catalog | Contact Us | My Transcript

Home

View Account | Edit Account | Orders | Merge credits | Mobile settings | My Activities | Contact | Commitments | Coupons

My account

Edit

 kimberly.jones@utsouthwestern.edu
kimberly.jones@utsouthwestern.edu

EthosCE Profile Frequently Asked Questions (FAQ)

Q: I am new to UTSW and will be attending Grand Rounds, what do I have to do to start tracking my CME or Attendance Credit?

A: Please request an instructional handout from your Grand Rounds Coordinator or the CME Office on how to create a profile in Ethos at cme.utsouthwestern.edu.

Q: I'm not sure if my profile has been set up correctly, should I still call in for grand rounds?

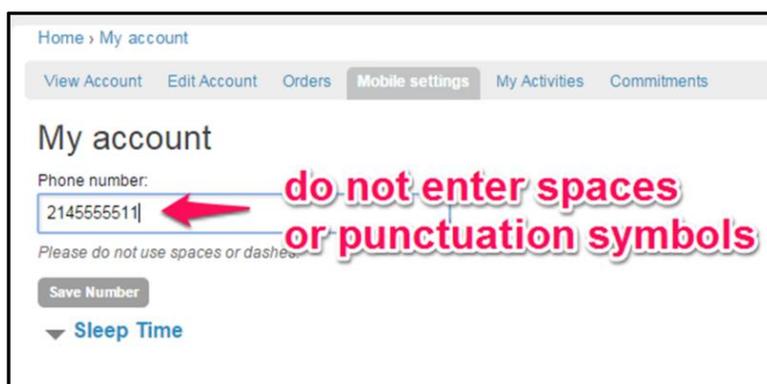
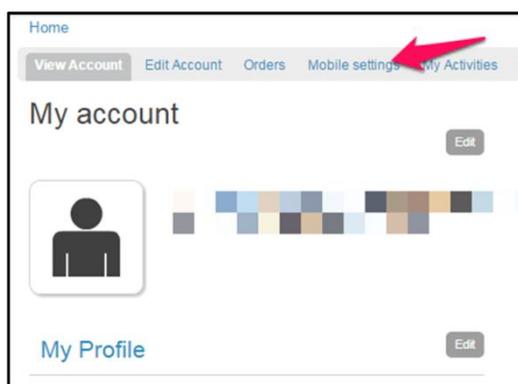
A: Yes, the data is still being collected whether your profile has been created or completed and your credit will post once your profile is updated.

Q. I use cell phone sign in every week and receive the message 'You have been registered'; does this mean that my CME credit is posting to my transcript?

A. Not necessarily. The 'You have been registered' prompt is only confirming that the Event ID you entered is active and has not expired (Event ID's are active approximately 1 hour prior to the session start time and until 11 pm same-day). The only way to confirm your credits are accurately tracking is to check your transcript in Ethos the day following the session in question.

Q. I have logged into my profile, clicked on 'My transcript' but am missing several recent grand rounds sessions that I used cell phone sign in for – WHAT DO I DO?!

A. (Step 1. Breathe.) While logged into your profile, click on the 'Mobile settings' tab to make sure your mobile number is saved correctly (All numeric, click 'Save Number'). It should look like this:



Once your mobile number is saved accurately, log out and log back into your profile to 'refresh' your transcript. Review your transcript for any additional discrepancies. If there are still sessions/credits missing, contact the CME Office.

Q. I don't like to give out my cell phone number and would prefer to use a LAN line, is this okay?

A. Yes, but if you choose to use an office LAN line it is encouraged that instead of dialing in, you use one of the two internet sites to log in with this information (iphone.checkinhelp.com or m.checkinhelp.com). Both can be accessed through a PC. This ensures that the number saved to your profile under the 'Mobile Settings' is identified and correctly links to your profile transcript instead of a main administrative line (i.e. you dial from 214-648-3138 and the system reads 214-648-9000 and doesn't link your attendance to your transcript).

Q. Why do I keep receiving text messages from the CME Office asking me to provide my name and cell number – is this a scam or should I provide this information?

A. No, this is not a phishing scam. This is an automated text sent out by Ethos to all of the numbers received that do not have a profile to 'link' and award credit to. This means that your mobile number is not saved to your profile correctly. If you receive one of these text messages and are unsure, you can always call the CME Office main line to check on the completeness of your profile (which will stop the automated text messages).

Q. I'm a resident, do I really need to create a profile in Ethos?

A. Yes! In most cases, this is the only confirmation of your attendance to these activities and you may be called upon in the near future to submit proof that you attended grand rounds as part of your training requirements. It's never too early to start tracking your CME credits!

OCME STAFF

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